

ON-THE-JOB TRAINING PROGRAM OFF-SITE TRAINING POLICY

March, 2009

Dear Contractors:

This letter serves to clarify the requirements and to inform all parties of the off-site trainee approval process.

§23 CFR part 230.111 states:

"Some off site training is permissible as long as the training is an integral part of an approved training program and does not compromise a substantial part of the overall training. Furthermore, the trainee must be concurrently employed on a federally aided highway construction project subject to the Special Training Provisions attached to this directive. Reimbursement for offsite training may only be made to the contractor where he/she does one or more of the following: Contributes to the cost of the training, provides the instruction to the trainee, or pays the trainee's wages during the offsite training period."

The reasons for keeping an OJT on a federal aid site include:

- Liability
- Monitoring
- Skill development appropriate for Journey level
- Safety

From this date forward, if you wish to have an OJT off site, please use the following process:

- The Contractor is obligated to request off-site training in writing and receive approval from MaineDOT Civil Rights Office if a trainee will need to be moved from the MaineDOT project ("off-site training") in order to fulfill their training requirements.
- The contractor initially submits an offsite request form to the OJT Administrative Coordinator for approval.
- The original form must be signed, dated and placed in the project file with an approved copy returned to the Contractor.
- The Monitor will continue to visit the trainee on her or his off-site project.
- **The approval must be made prior to moving the employee off-site.** No credit will be given and no monitoring will be done for OJTs that leave the State of Maine.
- Off-site hours are not reimbursable unless **pre-approved** by the OJT Administrative Coordinator and the MaineDOT Civil Rights Office.
- The trainee wages may be adjusted according to the prescribed wages set for the off-site project. The Contractor must notify the trainee and the OJT Administrative Coordinator of any off-site wage adjustment.
- Any trainee off-site without prior approval will not be considered an OJT under the 660 item and Special Provision. The hours, credit, monitoring, and payment will not be made.

Sincerely,

Gigi Ottmann-Deeves
Civil Rights Office

Maine Department of Transportation Off Site OJT Request/Approval Form

Contractor Section

Contractor Name: _____ Contact Person: _____
Project Name: _____ Date: _____
Project #: _____ PIN #: _____
Trainee Name: _____ Supervisor: _____
Classification: _____ Resident: _____
Hours Completed to Date: _____ Rate of Pay: _____

Description of Training Activities Completed to Date:

Reason for Request to Move OJT Off Site:

Are there other Federal Aid Projects in Maine under construction with your company at this time?

If yes, list Project Names, Locations and PINs:

If yes, please describe why the OJT cannot get the required training on one of these sites during this season:

§23 CFR 230.111 states:

Some offsite training is permissible as long as the training is an integral part of an approved training program and does not comprise a substantial part of the overall training. Furthermore, the trainee must be concurrently employed on a federally aided highway construction project subject to the Special Training Provisions attached to this directive. Reimbursement for offsite training may only be made to the contractor where he does one or more of the following: Contributes to the cost of the training, provides the instruction to the trainee, or pays the trainee's wages during the offsite training period.

Please describe how this off-site would NOT comprise a substantial part of the overall training:

Please certify that the trainee:

- Will concurrently be employed on a Federal Aid Project.
- Will still receive pay from the Federal Aid Project.
- Will still have work hours recorded to that Federal Aid Project on the certified payrolls at the same rate or higher than when training on the project site.

Please check all that apply to the proposed off-site training:

- ☐ The contractor is paying the cost of the training.
- ☐ The contractor is providing instruction to the trainee.
- ☐ The contractor is paying the trainee's wages.

Contractor Signature _____ Date: _____

Department of Transportation Section

Date Received: _____

- ☐ Approve Training, Hours will Count, Wages/Item 660 will be paid. Okay to Monitor Off Site.
- ☐ Disapprove Training. If OJT Moved, hours will not count, item 660 will not be credited or paid. Monitoring will not be done.

Comments:

Signature of MaineDOT
Civil Rights Office _____ Date: _____

CC: MaineDOT Resident
Contractor
Women Unlimited
FHWA